

JOB INFORMATION BULLETIN

Opening Date: MONDAY, August 21, 2000

NEW CAREER OPPORTUNITIES

Applications for the following recruitments will be available **STARTING** August 21, 2000.

LAST DAY TO FILE APPLICATIONS: August 28, 2000

DISTRICT PARENT COMMUNITY NETWORKING CENTER (PCNC) ASSISTANT

Hilo, Hawaii; Lihue, Kauai; Wailuku/Kahului, Maui & Oahu \$2117 per month (SR-15)

Requires 2 years of paid or volunteer work experience in which the applicant worked with individuals and/or groups and was required to possess or demonstrate the following abilities: a) understand and explain various materials related to the program/project/activity; b) establish and maintain rapport and effective working relations and encourage participation in program/project activities; c) communicate effectively to impart and elicit pertinent information; d) plan and conduct group information sessions; and e) prepare activity reports. In addition, applicants must have had paid or volunteer work experience in a program which provided knowledge of basic educational goals and the philosophy, goals, objectives and role of the PCNC program. Applicants must also possess a high school diploma or comparable experience and a valid driver's license. Relevant substitutions are allowed. QAC 884

SCHOOL CUSTODIAN III *Oahu** \$1967 per month (WS-02)

**Note: Immediate vacancies are located within the areas of Kaneohe to Kualoa and Manoa to Kahala, Oahu.*

Requires 2 years of experience in janitorial, grounds maintenance and/or general laboring work. At least 1 year of the experience must have been comparable in nature and scope to a School Custodian in State service. QAC 885

LAST DAY TO FILE APPLICATIONS: September 5, 2000

CASHIER CLERK *Ewa, Oahu & Wailuku/Kahului, Maui** \$1610 per month (SR-08)

**Note: The immediate vacancy in Wailuku/Kahului, Maui requires that applicants be able to work evenings and weekends as scheduled.*

Requires 1 year of experience posting fiscal information or reviewing and filing fiscal records, forms or reports; and graduation from high school. Relevant substitutions are allowed. QAC 886

LABORATORY ASSISTANT III *Waipahu to Aiea, Oahu* \$1740 per month (SR-10)

Requires 2 years of laboratory work experience which provided the applicant with practical knowledge of laboratory functions, apparatus and equipment, methods and procedures and tests. One year of experience must have been comparable to the Laboratory Assistant II in State service. Relevant substitutions are allowed. QAC 887

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

AGRICULTURAL RESEARCH AIDE II & AGRICULTURAL RESEARCH TECHNICIAN III

Kula, Maui \$1675 (SR-09) & \$1809 (SR-11) per month

Requires 0 to 1 year of non-professional or technical work experience performing agricultural activities in situations involving recordation, comparison, evaluation, experimentation and drawing of conclusions from data and which provided the applicant with an appreciation of precision research work methods; and 1 year of work experience in the operation of a farm or related agricultural laboratory or industry which provided exposure to basic agricultural/farm activities. Relevant substitutions are allowed. QAC 501

DISABLED VETERANS OUTREACH PROGRAM SPECIALIST III

(Employment Service Specialist III) *Wailuku/Kahului, Maui* \$2643 per month (SR-20)

Requires 1-1/2 years of experience in employment services, personnel administration, professional social work or related fields; and a bachelor's degree. Relevant substitutions are allowed. Applicants must also be qualified disabled veterans. QAC 521

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Physical/Mental Requirements: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

TO APPLY: A Career Opportunity Announcement with complete requirements and relevant substitutions will be provided with the application. Call **JOBLink** at 587-0977 to request application forms which are available after the opening date above. Following the voice prompts, press 1 and enter the job's Quick Access Code (QAC) number. Neighbor Island residents, use the following local toll-free numbers to call **JOBLink**: Kauai ~ 274-3141; Maui ~ 984-2400; Hawaii ~ 974-4000. Following the voice instruction, at the dial tone, enter 7-0977. Molokai/Lanai residents call 1-800-468-4644 and ask for extension 7-0977; TDD users may call 587-1148 for assistance. Applications are available Monday-Friday, 7:45 a.m.-4:30 p.m. on Oahu at: the **State Recruiting Office**, 235 South Beretania St., 11th Fl., Honolulu, HI 96813-2437 & at the Kaneohe & Waipahu Workforce Development Offices & on the Neighbor Islands at: County Department of Personnel Services, Hawaii State Workforce Development Offices, and the Lanai Library. *Continuous recruitments may close at any time; the notice of closing is posted at the State Recruiting Office. Before submitting your application, please call **JOBLink** and use the job's QAC to determine if we are still accepting applications for the recruitment. Use **JOBLink** for information about other jobs not listed here.*

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CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

ENTOMOLOGIST IV *Downtown, Oahu* \$2859 per month (SR-22)

Requires 2 years of professional work experience in entomological research, development, prevention, or control, including field and/or laboratory work; and a bachelor's degree in entomology or closely related field. Relevant substitutions are allowed. QAC 492

INSURANCE EXAMINER I *Downtown, Oahu* \$2859 per month (SR-22)

Requires 3 years of work experience in accounting, auditing, or examination of business operations, of which 1 year shall have been in the insurance field; and a bachelor's degree with a major in economics, business administration, accounting, or a related social science. Relevant substitutions are allowed. QAC 394

SCHOOL BAKER *Lahaina, Maui* \$2153 per month (BC-06)

Requires 1 year of work experience in large quantity baking; 6 months of work experience as an apprentice of helper in a kitchen where baking skills were acquired; and graduation from high school or comparable work experience. Relevant substitutions are allowed. QAC 542

REVISED CAREER OPPORTUNITIES

CAFETERIA HELPER; SCHOOL CUSTODIAN II; JANITOR II & FOOD SERVICES DRIVER;

Rec. Nos. 141-73; 293-69; 98-1 & 188-75; Removed recruitments with closing dates up to 8/17/00. QAC 585

DISABLED VETERANS OUTREACH PROGRAM SPECIALIST III (Employment Service Specialist III); Rec. Nos. 960070 & 960415; Added new Wailuku/Kahului, Maui recruitment. QAC 521

ENTOMOLOGIST III & IV; Rec. Nos. 200174 & 200175; Added new Downtown, Oahu recruitment. QAC 492

GROUNDKEEPER I; Rec. No. 186-70; Removed Department of Education from list of Island of Hawaii employers. QAC 583

OCCUPATIONAL SAFETY & HEALTH ADVISOR IV & VI; Rec. Nos. 980238 & 990185; Removed Wailuku/Kahului, Maui recruitment. QAC 393

NOTICE OF CLOSING

The following continuous recruitment(s) **CLOSED** effective **August 11, 2000**:

MEDICAL RECORD TECHNICIAN V; Rec. No. 200208; Hawaii State Hospital ~ Kaneohe, Oahu; Issued: 07/10/00.

OCCUPATIONAL SAFETY & HEALTH ADVISOR IV; Rec. No. 980239; Wailuku/Kahului, Maui; Issued: 11/22/98.

PLANNER III (Water Quality); Rec. No. 200105; Downtown, Oahu; Issued: 03/27/00.

PURCHASING SPECIALIST II & III; Rec. Nos. 200169 & 200170; Downtown, Oahu; Issued: 04/24/00.

The following continuous recruitment(s) **CLOSED** effective **August 18, 2000**:

REGISTERED PROFESSIONAL NURSE V (Adult Nurse Practitioner); Rec. No. 990234; Halawa Correctional Facility ~ Halawa, Oahu; Issued: 12/06/99.